



## **JOB ANNOUNCEMENT**

The California State Council on Developmental Disabilities (SCDD) is established by state and federal law as an independent state agency. SCDD consists of 29 members appointed by the Governor, with individual and family consumers representing a minimum of 60 percent of the membership, a Headquarters Office and 13 Area Board Offices. Through advocacy, capacity building and systemic change, SCDD and its Area Board Offices and Area Board Members work to achieve a consumer and family-based system of individualized services, supports, and other assistance. The SCDD Area Board Office IV is located in Vallejo, California and serves the counties of Napa, Solano and Sonoma.

**POSITION:** Associate Budget Analyst  
**TIME BASE:** Full-Time  
**SALARY:** \$4111 - \$4997  
**LOCATION:** Sacramento, California  
**DEADLINE:** October 22, 2004

**Duties:** The Associate Budget Analyst (ABA), under the supervision and direction of the Staff Services Manager I, performs the more responsible and complex technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of the Council's budget and performs other related work.

**Desired Qualifications:**

- The Associate Budget Analyst must be willing and able to write and speak clearly and effectively. Must be knowledgeable about the principles and practices of governmental budgeting and accounting systems, financial structure and procedures of the State of California. Must be knowledgeable of principles and practices of public finance, research techniques and statistical principles and procedures.
- The Associate Budget Analyst must have the ability to develop various types of budget documents as well as present and defend these reports. The Associate Budget Analyst must be able to work successfully with all entities involved and to establish and maintain cooperative relationships with control agency staff and others contacted in the work. Must be able to analyze problematic situations accurately, report on important issues requiring resolutions, and recommend effective course of action to management.

**How To Apply:** Position may be downgraded to Staff Services Analyst (General) for recruitment purposes. Applications will be accepted from persons on SROA/Surplus lists, state employees with lateral transfer eligibility, and persons eligible for appointment from valid promotional or open Associate Budget Analyst/Staff Services Analyst (General) eligible lists. Submit Cover Letter, Resume and State Application to:

State Council on Developmental Disabilities  
1507 "21<sup>st</sup>" Street, Suite 210  
Sacramento, CA 95814  
Attention: Cindi La Due (916) 322-8481

**CALIFORNIA STATE GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER PROVIDING OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITIES, RELIGION OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**